

Recommendation No. 1 (Page 8)

It is recommended that:

a. The Deputy Director for Support designate an EOD coordinator whose duties shall include:

(1) Scheduling the orientation of new professional and clerical employees and monitoring their attendance during the indoctrination phase of their first two weeks in the Agency; and of professional employees during the Intelligence Orientation and Communism courses to conform with Agency training policy outlined

(2) Reviewing periodically EOD briefings conducted by the Offices of Personnel, Training and Security to ensure that the content conforms to Agency training policy, that superfluous material is not included, and that sound instructional techniques are employed.

(3) Reviewing the practice of granting exceptions.

(4) Reporting periodically to the DDP on compliance of Agency components with the training program.

b. The Deputy Director for Support amend to reflect the procedures recommended above.

Recommendation No. 2 (Page 10)

The Director of Personnel arrange to have the Monday morning escort for professional EOD's report to the main reception room at 8:30 a.m. to assist the receptionists in greeting and badging the EOD's.

Recommendation No. 3 (Page 12)

The Director of Personnel include within the Monday EOD briefing to professional employees a session on "helpful hints on living in the Washington area."

Recommendation No. 4 (Page 13)

The Director of Personnel or one of his senior officer make a brief appearance at the Monday morning briefing to welcome the new employees to the Agency.

Recommendation No. 5 (Page 13)

Every effort be made to conduct the six to nine months interviews of new professional employees as outlined above.

Recommendation No. 6 (Page 14)

The Director of Legislation, as soon as other priorities permit, prepare a plan for more efficient arrangement of the space used by the Office of Security in processing new employees, taking into consideration that this is one of the first work and briefing areas visited by the new employee.

Recommendation No. 7 (page 16)

The Deputy Director of Support give consideration to having the talk by a representative of the Office of Medical Services replaced by a brief description of OMS functions during the lecture by the Office of Training on the organization of the Agency, and suggestions on locating a family physician be included in the first day briefing by the Office of Personnel.

Recommendation No. 8 (Page 24)

The Director of Personnel instruct the Chief, Placement Division:

- a. To develop a more aggressive and efficient system for acquiring unclassified work for the clerical pool which would include annual notices on the availability of clericals to do unclassified work.
- b. To devise techniques in addition to unclassified work projects for keeping the clerical employees occupied while they await final clearance.

Recommendation No. 9 (page 27)

- a. The Director of Personnel prepare for the Deputy Director for Support and Executive-Director-Comptroller a semi-annual review and analysis of attrition of personnel in grades GS-12 and above to identify personnel problem areas; and
- b. Based on these findings make recommendations to improve personnel management in identified problem areas with the objective of reducing the rate of attrition of key professional employees.

Recommendation No. 10 (page 31)

a. The Director of Personnel prepare a recommendation for the Executive Director-Comptroller to ensure Agency-wide compliance [] which specifies that employees be interviewed on retirement plans one and two years before retirement.

b. The Director of Personnel consider the desirability of having employees interviewed by their components five, four and three years before retirement in addition to the present two and one year interviews.

Recommendation No. 11 (page 34b)

(BSS will study)

a. The Director of Personnel study what period of time is adequate notice of retirement by employees [] and that both [] and [] be amended to reflect any changes that may be considered necessary.

b. The Director of Personnel initiate a further amendment [] stressing that it is desirable for headquarters employees retiring under the Civil Service Retirement System to give 90 days notice of retirement plans.

c. The Director of Personnel in future Headquarters Employees Bulletin on the Agency and Civil Service Retirement Systems emphasize the need for headquarters employees to submit their request for retirement 90 calendar days prior to the desired date of retirement.

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Recommendation No. 12 (page 43)

The Director of Personnel direct the appropriate operating divisions of the Office of Personnel to prepare and issue a revised separation code.

Recommendation No. 13 (page 47)

The Director of Personnel complete coordination of the proposed revision and forward it to the Deputy Director for Support for issuance .

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